

Full-Time, Part-Time, Adjunct & Work-Study Student Employees

- All employees are paid bi-weekly on Friday.
- Direct Deposit is mandatory for all new hires except student employees.

Adjunct Employees

- These employees complete an Electronic Personnel Action Form – EPAF.
- These electronic forms are submitted to the Human Resources Department by the department dean or supervisor.
- The first pay occurs on the first pay date after the effective date of a correctly submitted EPAF received in HR on or before the due date.

Part-Time Employees

- These employees enter their hours through Web Time Entry (WTE).
- Form HR-28 is submitted directly to Payroll Services for late time sheets that were not submitted through WTE before the payroll deadline for Part-Time and Student employees.
- Employees in this category should not exceed a total of 29 hours per week without the prior approval from the VP for Human Resources & Diversity.

Work-Study Employees

- This category includes students working in the Institutional Work-Study and Federal Work-Study Programs.
- Employees in this category enter their hours through Web Time Entry (WTE).
- Form WS-1 for Institutional, or FCWS for Federal, is submitted directly to Payroll Services for late time sheets that were not submitted through WTE before the payroll deadline for Part-Time and Student employees.
- The hourly pay rate for work-study employees is \$7.25

NOTE: AN EMPLOYEE WHO WORKS PART-TIME AND WORK-STUDY OR ADJUNCT **SHOULD NOT** EXCEED 29 HOURS PER WEEK BETWEEN BOTH JOB ASSIGNMENTS.

Adjunct Faculty

Fall Term – Final Pay December 24, 2009
Spring Term – Final Pay May 14, 2010

Updated: March 24, 2009

Full Time Pay Schedule for Fiscal Year 2009/2010

Due to HR on or before:

June 30, 2009
July 15, 2009

July 29, 2009
August 12, 2009

August 26, 2009
September 9, 2009

September 23, 2009
October 7, 2009
October 21, 2009

November 4, 2009
November 16, 2009

December 2, 2009
December 14, 2009

December 18, 2009
January 12, 2010

January 27, 2010
February 10, 2010

February 24, 2010
March 3, 2010

March 24, 2010
April 7, 2010
April 21, 2010

May 5, 2010
May 19, 2010

June 2, 2010
June 16, 2010

Payroll Processing Starts:

+ July 1, 2009
July 16, 2009

July 30, 2009
August 13, 2009

August 27, 2009
September 10, 2009

September 24, 2009
October 8, 2009
October 22, 2009

November 5, 2009
+ November 17, 2009

December 3, 2009
+ December 15, 2009

+ December 21, 2009
+ January 13, 2010

January 28, 2010
February 11, 2010

February 25, 2010
+ March 4, 2010

March 25, 2010
April 8, 2010
April 22, 2010

May 6, 2010
May 20, 2010

June 3, 2010
June 17, 2010

Pay Dates:

July 10, 2009
July 24, 2009

August 7, 2009
August 21, 2009

** September 4, 2009
September 18, 2009

October 2, 2009
October 16, 2009
* October 30, 2009

November 13, 2009
November 27, 2009

December 11, 2009
December 24, 2009

** January 8, 2010
January 22, 2010

February 5, 2010
February 19, 2010

March 5, 2010
March 19, 2010

April 2, 2010
April 16, 2010
* April 30, 2010

** May 14, 2010
May 28, 2010

June 11, 2010
June 25, 2010

Any paperwork/EPAFs received after close of business on the “Due to HR” date will be processed in the next payroll.

* There are no voluntary payroll deductions on these pay dates.

** First payroll date for 4-month faculty.

+ Early Processing due to Holiday

Pay Schedule for Academic Year 2009/2010

Fall Term

August 21, 2009
September 4, 2009
September 18, 2009
October 2, 2009
October 16, 2009
October 30, 2009
November 13, 2009
November 27, 2009
December 11, 2009
December 24, 2009

Spring Term

January 8, 2010
January 22, 2010
February 5, 2010
February 19, 2010
March 5, 2010
March 19, 2010
April 2, 2010
April 16, 2010

Summer A

April 30, 2010
May 14, 2010
May 28, 2010
June 11, 2010

Summer B

June 25, 2010
July 9, 2010
July 23, 2010
August 6, 2010

4-Month Faculty

Fall Term Sep 4-Dec 24, 2009
Spring Term Jan 8-Apr 30, 2010
Summer Term May 14-Aug 6, 2010

8-Month Faculty

Sep 4, 2009-Apr 30, 2010

10-Month Faculty

Fall Term Final Pay Dec 24, 2009
Spring Term Final pay Apr 16, 2010
Term A Payment for Summer Supps. Start Apr 30, 2010
Term B Payment for Summer Supps. Start June 25, 2010